



ADDENDUM NUMBER 1

REQUEST FOR PROPOSALS #18-013 CITY OF SANDY SPRINGS RECREATION AND PARKS MASTER PLAN

**PROPOSALS DUE:
OCTOBER 5, 2017 NO LATER THAN 2:00 P.M., EST**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

The deadline for questions has passed. In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

Questions:

1. Section 2, page 9, Information to be provided in the Technical proposal, this section states that the sample contract does not count towards the 20 page limit and may be submitted in the appendix. Do we need to return the sample contract? It appeared the contract was solely for review at this phase. Please advise. **Answer:** [The sample contract is provided for your review. You need not return it as part of your proposal. Any exceptions to the contract language may be included in the appendix.](#)
2. Section 2, page 8-9 (last bullet on page 8 that carries over to page 9), it mentions using survey data. What type of survey (i.e. mailed, online, etc.) will be part of this scope of work? **Answer:** [The intent of this RFP is to solicit the consultant's best practices, processes, and recommendations for the project. This would include the types of surveys to be utilized.](#)
3. May we utilize 11x17 sheets of paper within our technical proposal so long as they are folded to an 8.5x11 size of paper? Will this count as one (1) single page? **Answer:** [Yes, you may include an 11X17 page folded to 8.5X11 for items such as maps that will not be readable at 8.5X11. It will only count as one page.](#)
4. Are the 20-pages counted as sheets of paper (20 single-sided pages vs 40 double-sided pages)? Do tabs and the table of contents count as part of the 20-page limit? **Answer:** [The pages are twenty \(20\) single sided. Tabs do not count as part of the twenty \(20\) page limit.](#)
5. On page 9 the RFP states document pages shall be 8 1/2 by 11 or folded to such a size. Please verify 11x17 pages are acceptable, and please advise if they are to be counted differently in the maximum page count. ? **Answer:** [Please see question 3 above.](#)
6. Page 14, item B.2, indicates an electronic copy shall be submitted in PDF format and goes on to indicate that "each chapter or section of the original having a corresponding electronic file." Please clarify, is one complete PDF acceptable, or does the city actually want a single PDF as, well as multiple individual PDFs for each section of our proposal? **Answer:** [One complete pdf file will be acceptable as long as it remains in the chapter format requested.](#)

7. Page 9 of the RFP states "The Consultant shall also provide data in a GIS format and twenty-five (25) bounded hard copies of all documents". Is "GIS" supposed to be "PDF"? **Answer: Yes.**
8. Will you please confirm that the City will provide GIS data? **Answer: Yes.** The City has a variety of GIS datasets available to the public and vendors. Many of our most common "layers" are available on our Open Data portal. Navigate to the city's website > GIS Mapping > **Open Data Portal**. Direct link: <https://data-coss.opendata.arcgis.com/> Click "Browse All" to see everything online. The City does not have a comprehensive catalog of all datasets. Please see the attached basic list of some of the layers we have. If you have specific requests the City may be able to accommodate your request.
9. Describe your expectations relative to the public input survey? **Answer: The intent of this RFP is to solicit the consultant's best practices, processes, and recommendations for the project. This would include recommendations for a public survey.**
10. Will the City establish a stakeholder group(s) to be interviewed by the team? **Answer: Yes.**
11. Will the City provide the advertisements and facilities for the Public Meetings? **Answer: Yes.**
12. Exhibit J – Insurance Requirements: Pages 52-53
 - a) Paragraph 5 – Typically professional liability insurance is on a claims made basis and cannot be per occurrence. Can the "per occurrence" language be deleted? **Answer: Yes.**
 - b) Paragraph 6 – It is important for the indemnity to be negligence based so the order of the words "negligent acts, errors or omissions" is important. Can this wording be adjusted? **Answer: Yes.**
 - c) Paragraph 6 – Can the following sentences be deleted? This language is not insurable and would void our policy. "The policy shall be amended to include independent contractors providing professional services on behalf of or at the direction of the Contractor. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. Further, coverage shall be afforded for fraudulent acts, misappropriation of trade secrets, internet professional services, computer attacks, personal injury, regulatory actions, wrongful acts, contractual liability, privacy policy, and insured versus insured." **Answer: Please replace paragraph 6 with the following:**
 Paragraph 6. Professional (Errors and Omissions) Insurance- For Professional Services and for all Design/Build Projects with limits of liability of not less than \$3,000,000 per occurrence or claim / \$3,000,000 policy aggregate. Such policy shall also include coverage for losses arising from the breach of information security or cyber liability (including Errors & Omissions, Security and Privacy Liability and Media Liability), whether combined with the Professional Liability policy or placed as a separate policy, but carrying the same limits of liability. Such coverage shall insure against negligence, damage, injury and loss caused by error, omission including all prior acts without limitation, related to the professional services to be provided under this Contract. The definition of Contractual Liability shall be amended to state that liability under a contract of professional services is covered. The Contractor shall ensure that coverage under this policy continues for a period of thirty-six (36) months after completion of services.

Non-Limitation on the Contractor's Liability.. Contractor shall verify that all Independent Contractors maintain the same insurance and coverage as is required herein of Contractor . The obligations for the Contractor to procure and maintain insurance, whether by itself or its Independent Contractors, shall not be construed to waive or restrict other obligations and it is understood that insurance in no way limits liability of the Contractor whether or not same is covered by insurance.

 - d) Paragraph 7a - Can the words "expire" and "or altered" be deleted? **Answer: No.** As an additional insured the "City" is entitled, by endorsement to be provided this coverage.
 - e) Paragraph 7c – This is a planning study not a construction contract therefore would you be willing to delete the following: "Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards)"? **Answer: Yes**
13. Exhibit G – Page 47 – Is this form required to be submitted in the proposal? **Answer: No**
14. Exhibit H – Page 48-49 – Is this form required to be submitted in the proposal? **Answer: No**

15. Is there an estimated fee? **Answer:** No.
16. What is the level of emphasis on recreation? **Answer:** This is a comprehensive plan and should include recreation programming.
17. Is a program review a part of the scope? **Answer:** This is a comprehensive plan and should include a program review.
18. Is a statistically valid survey a part of the scope? **Answer:** The intent of this RFP is to solicit the Consultant's best practices, processes, and recommendations for the project. This would include a recommendation about a statistically valid survey.
19. Do divider pages count to page limit? Can they have any images on them? **Answer:** Divider pages do not count toward the page limit and they may have pictures on them.

I hereby acknowledge receipt of Addendum Number 1 for #18-007 City of Sandy Springs Recreation and Parks Master Plan and have incorporated the changes into my response for the abovementioned Request for Qualification.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** ____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____

**GIS Features maintained by Sandy Springs
in our Enterprise Database**

CityCouncilDistricts_Anno
COSSPD_GeoCode
HTE_MasterAddress_point
HWYAnno_New
StreetCenterline_Anno_2012
StreetNames_Centerline_Anno
StreetNames_ROW_Anno
StreetROW_Anno_2012
COSS_2ft_Topo_Line2013_Simple
Capital_Projects\CIP_Area
Capital_Projects\CIP_Line
Capital_Projects\CIP_Point
CityCenter\BoreHoles
CityCenter\CityCenterQLB
CityCenter\TestHoles
CityCenter\CityCenterTopoSurveyAnno
CityCenter\CityCenterTopoSurveyPolyline
CityCenter\NewStormAndSMH
CityCenter\NewTopoPoints
CityCenter\SandySpringsStorm
CityCenter\Survey_CaiceSurvey
CityCenter\ElectricLine
CityCenter\ElectricStructure
CityCenter\GasLine
CityCenter\GasStructure
CityCenter\PotableWaterLine
CityCenter\PotableWaterStructure
CityCenter\SanitarySewerLine
CityCenter\SanitarySewerStructure
Code_Enforcement\DevInspector_Area
Code_Enforcement\CE_Districts_Area
Environmental\Watershed_Area
Fire\FireStation_Point
Fire\Fire_StationAnno
Fire\FireStationResponseOrder
Fire\FireStationFirstDue
Fire\FireHydrant_Point
Fire\FireProtectionArea_SSFD
Flood_Zone\Floodzone_Area
Hydrography\ARC_RiverCorridor_Area
Hydrography\Chat_River_Area
Hydrography\Channel_Network_Line
Hydrography\SS_Stream_Buffer_Distance
LandBase\Rezoning_Area
LandBase\SS_Historical_Marker
LandBase\SS_Cemetary

LandBase\MapBook_Area
LandBase\AERO_AtlasPage_Area
LandBase\SS_Donation_Box
LandBase\CivicPlace_Point
LandBase\Building_Area
LandBase\ARC_2014Streets
LandBase\Buildings_Pavement_Area
LandBase\SS_Apartments
LandBase\Dunwoody_PCID
LandBase\Opportunity_Zone
LandBase\SS_PCIDdistrict2014
LandBase\SS_Planters
LandBase\FC_Variances
LandBase\Civic_Association_Area
LandBase\SS_PCIDTaxdist
LandBase\SS_PersonalCareHomes
LandBase\SS_Polling_Location_2015
LandBase\UsePermit_Area
LandBase\SS_FEMA_GEMApurchases
LandBase\FC_Zoning_Case
LandBase\Subdivision_Area
LandBase\FC_Modifications
LandBase\OverlayZoning_Area
LandBase\Easement_Area
LandBase\GeoPlat_Area
LandBase\GPS_Monument
LandBase\FC_Use
LandBase\Address_Point
LandBase\Zoning_Area
LandBase\CityLimit_Area
LandBase\River_Corridor
LandBase\ZipCode_Area
LandBase\SS_Celltowers
LandBase\LandUseNode_Area
LandBase\HOA_Area
LandBase\Modification_Area
LandBase\FC_GeoPlat_Area
LandBase\LandUse2027_Area
LandBase\Signs
LandBase\Variance_Area
LandBase\SS_DOT_MileMarkers
Parks\Park_Point
Parks\RecreationTrail_Line
Parks\Park_Area
Parks\ParkAnno
Police\PoliceBeat_Area
Political\FC_Precinct_Area
Political\FC_PollingStation_Point

Political\CityCouncil_Area
PublicSafety\CareFacility_Point
PublicSafety\EmergencyShelters_Point
Regional\ARC_ExtendedStreets_Line
Schools\BOE_School_Point
Schools\PrivateSchool_Point
Transportation\GBA_StreetSuperSeg_Line
Transportation\GBA_StreetNet_Line
Transportation\BicycleTrail_Line
Transportation\GBA_SignPole_Point
Transportation\GBA_Sidewalk_Line
Transportation\GBA_Curb_Line
Transportation\Bridge_Point
Transportation\EOP_Line
Transportation\StreetCenterline
Transportation\SignalHead_Point
Transportation\Guardrail_Line
Transportation\SidewalkAccessCenterline
Transportation\Paving_Line
Transportation\PW_CIP_Line
Transportation\GBA_StreetSign_Point
Transportation\TrafficCount_Point
Transportation\GBA_StreetSubSeg_Line
Transportation\TrafficCameras
Transportation\Guardrail_Point
Transportation\TeleAtlas_Street_Line
Transportation\PW_CIP_Point
Transportation\GDOT_CountyRoad_Line
Transportation\IntersectionImprovement_Point
Transportation\LARP_Line
Transportation\GBA_Intersection_Point
Transportation\StreetPhoto_Point
Transportation\StreetsLights_Point
Transportation\StreetOwnershipCenterline
Utilities_Storm\StormStructure_Point
Utilities_Storm\StormConduit_Line
Utilities_Storm\StormBasin_Point
Topography\FC_Topo_Point
Topography\FC_TopoAnno_Line
Topography\FC_Topo_Line
Topography\FC_Topo_Line2006
Topography\FC_10ft_Topo_Line2006
Topography\FC_Topo_Line2010
Topography\COSS_2ft_Topo_Line2013
Topography\Topo_Intersect
Utilities_Permits\UtilityPermit_Pt
Utilities_Permits\UtilityPermit_Ln
PavementOperations\PCI_CL_AppenA_2015

PavementOperations\PCI_CL_AppenASuperSeg_2015

PavementOperations\PCI_CL_AppenD_2015

PavementOperations\PCI_ENDNODE_2015

PavementOperations\PCI_StreetCenterline_2015

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